



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, June 19, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/88617254104>

Join Teleconference: 1 312 626 6799 Meeting ID: 886 1725 4104

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. May minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. May statistics

BUDGET SUMMARY

3. May budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. June bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Appoint 2025 Budget Committee
7. Bench donation

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, July 17, 2024, at 4:30 p.m.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, May 15, 2024**

The Waupun Public Library Board was called to order by Library Director Bret Jaeger at 4:30 p.m. on Wednesday, May 15, 2024. Present were Beer, Gehl, Martens, Schultz, Siebers, and Svec. Hintze and Sullivan were present via Zoom. Jaeger recorded minutes until election of Secretary/Treasurer.

Recognition given to Bev Martens and Marie Svec for being appointed by the mayor to the Library Board.

Recognition given to Dan Siebers for being appointed by the mayor to the Library Board as the city council representative.

Election of officers was moved up to this part of the agenda.

Motion by Svec, second Siebers, to nominate and elect Martens as President. Motion carried.

Martens led the meeting from this point on.

Motion by Gehl, second Martens, to nominate and elect Schultz as Vice-President. Motion carried.

Motion by Martens, second Schultz, to nominate and elect Svec as Secretary/Treasurer. Motion carried.

Svec took over responsibility of minutes.

Minutes from Previous Meetings

Motion by Siebers, second Beer, to accept the minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

April statistics reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Siebers, second Gehl, to pay the bills as presented. Motion carried 8-0 on roll call.

Committee Reports

Evaluation Committee will report in closed session.

Librarian's Report

Librarians report was reviewed.

Old Business

None.

New Business

Motion by Beer, second Hintze, to accept recommended revisions to the Tornado/Severe Storm Policy, including the deletion of "deaf/blind/disabled" language. Motion carried.

Motion by Siebers, second Sullivan, to set future meeting dates on the third Wednesday of the month at 4:30 p.m. Motion carried.

Motion by Siebers, second Svec, to accept the KI State Contract quote of \$29,708.22 for the WiggleRoom, and the Midwest Installation Services quote of \$5,700 for installation of WiggleRoom. Motion carried 8-0 on roll call.

Closed/Open Session

Motion by Siebers, second Martens, to go into closed session under Section 19.85(1)(c) of the Wisconsin Statutes for: “(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” Motion carried.

Motion by Beer, second Siebers, to go into open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried.

Action from Closed Session

Motion by Siebers, second Beer, to accept the performance review as presented. Motion carried.
Motion by Martens, second Hintze, to accept the goals for the next year. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, June 19, 2024, at 4:30 p.m.

Adjournment

Motion by Siebers, second Martens, to adjourn at 5:45 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	May. 24	May. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	448	444	2,848	2,969	-4.1%
Juvenile Fiction	2,140	2,557	12,438	12,280	1.3%
Juvenile Periodical	14	30	53	58	-8.6%
Juvenile Book on CD	10	11	95	45	111.1%
Juvenile MP3 audio	4	14	24	24	0.0%
Juvenile DVD	262	323	1,627	1,577	3.2%
Juvenile Music CD	7	19	49	56	-12.5%
Juvenile Video Game	37	32	166	164	1.2%
Misc. (kits, av tapes, etc)	1	0	4	4	0.0%
Total Juvenile	2,923	3,430	17,304	17,177	0.7%
Adult Nonfiction	546	567	3,048	3,223	-5.4%
Adult Fiction	1,867	1,782	9,291	8,848	5.0%
Adult Periodical	52	48	352	313	12.5%
Adult Book on CD	122	160	774	980	-21.0%
Adult MP3 audio	3	5	17	57	-70.2%
Adult DVD	1,399	1,491	7,902	7,430	6.4%
Adult Music CD	194	268	756	1,262	-40.1%
Adult Video Game	8	17	38	67	-43.3%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	2	0	4	0	#DIV/0!
Misc (kits, tapes, av games)	0	0	19	2	850.0%
Total Adult	4,193	4,338	22,201	22,182	0.1%
State Report Circulation	7,116	7,768	39,505	39,359	0.4%
Downloads (OverDrive)	1,143	1,128	5,943	5,681	4.6%
Downloads (Hoopla)	231	88	1,218	200	509.0%
ILL-Items Sent	2,109	2,254	11,718	11,289	3.8%
ILL Item Received	60	53	287	203	41.4%
TOTAL CIRCULATION	10,659	11,291	58,671	56,732	3.4%
<i>To Columbia Co. Rural</i>	<i>51</i>	<i>37</i>	<i>222</i>	<i>99</i>	<i>124.2%</i>
<i>To Dodge Co. Rural</i>	<i>490</i>	<i>895</i>	<i>3,500</i>	<i>4,001</i>	<i>-12.5%</i>
<i>To FDL Co. Rural</i>	<i>1,397</i>	<i>1,666</i>	<i>7,897</i>	<i>8,630</i>	<i>-8.5%</i>
<i>To Green Lake Co. Rural</i>	<i>20</i>	<i>17</i>	<i>216</i>	<i>135</i>	<i>60.0%</i>
Rural circ subtotals			11,835	12,865	-8.0%
USE					
Patron Gate (visits)	4,254	5,042	22,254	22,204	0.2%
In-person Programs	957	764	2,822	2,441	15.6%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	31	88	135	351	-61.5%
Meeting Room Use	211	302	1,136	1,161	-2.2%
Computer Use	295	333	1,472	1,785	-17.5%
Wireless Use	207	411	1,642	1,873	-12.3%
Reference Questions	330	406	1,612	1,804	-10.6%
Monthly website hits	1,876	1,484	9,755	7,604	28.3%
Curbside/Window service	106	81	591	466	26.8%

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024 Annual Budget	5/31/2024 Current Month	5/31/2024 YTD Actual	5/31/2023 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes
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Library Fund Operating Activity

Revenues *(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)*

210-41-4111-0-00	GENERAL PROPERTY TAXES	553,896	-	448,707	391,049	105,189	81%	
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake, Fdl)
210-46-4671-0-00	FEES-LIBRARY	700	164	920	349	(220)	131%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	-	8,714	8,527	(8,714)	#DIV/0!	
210-48-4816-0-00	DIVIDEND REVENUE	-	-	807	756	(807)	#DIV/0!	
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%	\$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	
Total Revenues		776,221	164	683,754	614,620	92,467	88%	

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	48,712	167,920	142,507	267,658	39%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	22,367	22,761	28,097	44%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	79	394	338	421	48%	
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	2,401	8,774	7,450	12,765	41%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	3,604	12,836	11,114	20,293	39%	
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%	
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	836	836	864	49%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	614	4,218	4,561	15,782	21%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	923	1,186	3,077	23%	
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,772	9,257	12,266	19,743	32%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	68	1,189	893	511	70%	
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	216	441	2,284	9%	
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	275	2,011	2,738	4,989	29%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,644	1,276	4,356	27%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	130	773	902	1,727	31%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	21,700	21,882	24,718	12,118	64%	
210-60-5511-3-39	LIBRARY-BOOKS	63,296	5,536	19,850	22,713	43,446	31%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	589	4,607	4,263	9,393	33%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	312	6,152	6,478	848	88%	
210-60-5511-3-42	LIBRARY-DATABASES	15,000	4,567	7,971	7,524	7,029	53%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	370	496	578	7,504	6%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,649	4,965	7,073	8,535	37%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	97	497	486	2,003	20%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		776,221	96,296	299,778	283,100	476,443	39%	

Excess (Deficiency) Revenues Over Expenditures

		-	(96,133)	383,977	331,520			
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Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2024	5/31/2024	5/31/2024	5/31/2023	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	1,380	1,300			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	-	1,380	1,300				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215				
Total Expenditures		-	-	-	22,215				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	-	1,380	(20,915)				
Library Fund Grand Totals									
Total Revenues		776,221	164	685,134	615,920				
Total Expenditures		776,221	96,296	299,778	305,315				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(96,133)	385,357	310,605				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct		101,348.59					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1		591,197.11					
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2		82,133.99					
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct	RUTH E. BAYLEY ACCOUNT		11,261.05					
Total Library Fund Cash				80,878.70					
				866,819.44					

*Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
Final month end budget report will have updated cash balances.*

Waupun Public Library - June 2024 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
6/13/2024	108027	210-60-5511-330	Office Supplies	Papers, batteries, glue sticks, +	48	Amazon Capital Services	344.63
6/13/2024	108027	210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	219.54
6/13/2024	108027	210-60-5511-339	Books	Books	48	Amazon Capital Services	938.69
6/13/2024	108027	210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	274.72
6/13/2024	108027	210-60-5511-335	Promotions	Books for Babies, pet contest	48	Amazon Capital Services	341.04
6/13/2024	108027	210-60-5504-338	Trust Account	SRP supplies	48	Amazon Capital Services	164.23
6/13/2024	108028	210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	142.73
6/13/2024	108029	210-60-5511-334	Membership fees	Yearly Dues	1211	American Lib Assoc.	317.00
6/13/2024	108030	210-60-5511-339	Books	Books	4000	Baker & Taylor	2,848.64
6/13/2024	108031	210-60-5511-330	Office Supplies	Tapes and book covers	11070	Demco	457.13
6/13/2024	108033	210-60-5511-339	Books	Books	14102	Gale	1,015.35
6/13/2024	108034	210-60-5511-337	Travel/training/conference	Mileage reimbursement	14402	Garcia, Pam	59.63
6/13/2024	108035	210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	24.95
6/13/2024	108037	210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	27.47
6/13/2024	108036	210-60-5511-338	Automation/technology	Network printer	16640	James Imaging Systems	2,041.67
6/13/2024	108038	210-60-5511-336	Repairs/maintenance	Moving security camera	17281	Lappen Security	303.75
6/13/2024	108039	210-60-5511-344	Programming	Youth programming	17879	Love, Jason	325.00
6/13/2024	108032	210-60-5511-345	Miscellaneous	Bamboo stakes	12700	Martens Ace Hardware	8.99
6/13/2024	108040	210-60-5511-344	Programming	Youth programming	18962	Mercy Creative Studios	350.00
6/13/2024	108041	210-60-5511-339	Books	Books	18964	Meredith Books	35.91
6/13/2024	108042	210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	597.19
6/13/2024	108043	210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	604.78
6/13/2024	108044	210-60-5511-344	Programming	Youth programming	19252	Mischief & Magic	675.00
6/13/2024	108045	210-60-5511-344	Programming	Youth programming	20798	OTC Brands	102.18
6/13/2024	108046	210-60-5511-339	Books	Books	21236	Penworthy	1,284.41
6/13/2024	108047	210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	87.46
6/13/2024	108048	210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	87.56
6/13/2024	108049	210-60-5511-333	Postage	Stamps	22099	Postmaster	204.00
6/13/2024	108050	210-60-5511-330	Office Supplies	Safety mirror	22402	Quill	91.99
6/13/2024	108051	210-60-5511-339	Books	Books	23831	Sebco Books	361.77
6/13/2024	108052	210-60-5511-344	Programming	Youth programming	24798	Talewise	500.00
6/13/2024	108053	210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Services	11.65
6/13/2024	108054	210-60-5504-338	Trust Account	Equipment rental	300259	Bovee, Nichole	700.00
						Total:	\$ 15,549.06
6/6/2024	Manual check # 1037			Toshiba ES2520AC copier		James Imaging Systems	4,391.66
6/7/2024	Manual check # 1038			Quarterly maintenance		James Imaging Systems	190.29
City manual check		210-60-5511-342	Databases	Zoom license		Wells Fargo autopay (Pam)	159.90
City manual check		210-60-5511-337	Travel/training/conference	Hotel at WAPL conference		Wells Fargo autopay (Bret)	104.99
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,661.17

Authorized signature: _____

LIBRARY	MONTHLY REPORT June 2024
Subject	Summary
Statistics	Through the end of May, the library circulated/downloaded/loaned 58,671 items, and 22,254 people walked through our doors. Program attendance is up 15%, drive-up service window transactions up 27%.
Summer Reading Program	Summer Kick Off Party with Waupun Parks & Rec was May 30. Registration for the Summer Reading Program starts June 10, with the first performer program, Mischief & Magic, scheduled for June 11 at 1 p.m. (232 attended). June 19 the performer will be Smarty Pants & the Big Balloon Show at 1 p.m., and the June 27 performer will be the Bluey Song & Dance Show at 11 a.m. July events include a puzzle race on July 3 at 1 p.m., Science Heroes program on July 10 at 1 p.m., and the Carnival Finale in the parking lot on July 19 from 4 – 6 p.m.
Other programs in June	On June 18 we will be hosting a flower workshop, and a monthly Game Night is scheduled June 24 from 5 – 7 p.m.
Wiggly Room	Wiggly Room project slowly moving along. We are in the hopper, so to speak, and there is a 10 – 12 week lead time. I reviewed what needs to be done upstairs regarding electrical with our DPW maintenance worker, and he is confident that everything should work out.
Interns	Interns have started the various projects for the summer and have been helping with the Summer Reading Program as well.
Staffing	We have one staff back from medical leave, and still have one other staff on medical leave.